What's New?

Conversion Request No. 2
This request involves collecting the appropriate data to build aged quota balances. Aged balances relate to specific dates of attendance/absence and consist of unused *Comp Time Earned* and *Holiday Comp Time Earned* (equal time off), and outstanding *Adverse Weather Leave*. Aged balances require action after a period of time has passed. According to State policy, the following actions occur with aged balances.

Comp Time
If compensatory time off is not given by the end of the twelve-month period, the overtime pay shall be included in the employee's next regular paycheck. (For exempt employees, the unused Comp Time simply disappears.)

Holiday Comp Time
Equal time off should be given as soon after the holidays as possible. If the time off is not given by the end of twelve months, it shall be paid in the employee's next regular paycheck.

Adverse Weather
Time must be made up within 12 months from the occurrence of the absence. If it is not made up within 12 months, the appropriate leave must be charged, or leave without pay.

To be able to pay (or recover) these balances, we need enough information to create a record in SAP. Ideally, you will have a record of the actual dates an employee earned comp time, or worked on a holiday. For any unused hours of comp time or holiday comp time, we need the hours and the date they were earned.(see Attachment IT2002) For employees who have outstanding hours of adverse weather leave, we need the hours and the date they were missed (see Attachment IT2001). Alternatively, you may provide a total for a pay period. (ie., George earned 30 hours of comp time for the period ending June 30, 2006.) The dates and amounts you provide will be loaded into SAP. When 1 yr has elapsed from the dates you provided, on the next payroll, the employee will be compensated (or debts will be recovered). No more manual requests for comp time payouts! We have provided examples on each file for your reference as well as more detailed instructions on each file. (For those agencies with payouts sooner than the prescribed 12 months, SAP will allow for whatever period you require. 12 months will be the default.)

The data for this specific request should be reported as of January 1st. The first version of this worksheet is due back to BEACON by the **31st of January**.

If your agency has a database capable of generating a tab-delimited text file with the information we are requesting, please refer to the Tech Specs tabs for field size and order.

Conversion Request No. 3
Work schedules are the key to much of the SAP time recording functionality. Before we can ask who is working which schedule, we first have to make sure we've captured all of the work schedules. Please review the attached worksheet (Work Schedules) to ensure that all of your work schedules are listed. Please note that anyone getting a paycheck will

need to have an assigned schedule. This includes part-time, temporary, and contract personnel. Please keep them in mind. These schedules do not include start and stop times, just total of hours in a day, and whether the schedule is day, evening or night shift. Shift planning (including start/stop times and tardiness issues) will remain a local management responsibility.   Please respond by **January 12th** with any schedules that need to be added.

Follow Up:

There are two additions to the agency abbreviation list we provided in the Quota Conversion file (Conversion Request #1) sent last week. They are as follows:

90 – Wildlife Resources Commission
91 – Housing Finance Agency

Reminders:
Conversion Request No. 3 deadline: January 12, 2007
Conversion Request No. 1 deadline: January 31, 2007
Conversion Request No. 2 deadline: January 31, 2007

Coming Soon:

Next, we'll be gathering Charge Objects from those agencies that have identified a need to track time charged to projects, grants, etc. Look for that email in the next 10 days.

Other data we will request from you next year:

- Work Schedule Assignments
- FML/FIL, Military Service, On-call & Voluntary Shared Leave
- Quota payout, Shift substitutions & Worker's Comp

Contact Information:

This message has been addressed to the Time Management contacts identified through workshops and surveys. If you feel you are not the right person to be receiving requests for conversion data in your organization, please call Karen at 431-6634. We will update your agency information and the associated distribution lists accordingly.
Beacon.Time@ncosc.net